

ACTON HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 68 WINDSOR AVENUE, ACTON MA 01720  
 MINUTES  
 SEPTEMBER 12, 2006



Present: Bernice Baran, Ken Sghia-Hughes, Jean Schoch, Dennis Sullivan and  
 Robert Whittlesey  
 Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 7:30 PM.

1. Martin Segal, a resident of Windsor Green, presented ways to mitigate the effects of second hand smoke on neighbors of smokers. The Board agreed to research ways to prevent cigarette smoke from traveling from one apartment to another.
2. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

*Approve the minutes as amended of the August 8, 2006 meeting.*

3. Executive Director's Report  
 Ms. Cronin reported on operational issues of the Housing Authority

4. Old Business  
 The Board reviewed the comments of the Community Preservation Committee (CPC) on the Request for Proposals for a Housing Consultant. Ms. Cronin incorporated the CPC's suggestions. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Issue the RFP as amended and limit the initial contract amount to \$10,000, to be followed by other RFP's or RFQ's for additional services.*

The Board reviewed the timeline for the 2006 CPC grant cycle and discussed possible funding proposals.

Ms. Baran updated the Board on Acton Community Housing Committee (ACHC) activities and the submission of the 40B application to the Zoning Board of Appeals for housing development at Willow/Central. Ms. Cronin passed out the timeline for review from the ACHC.

4. New Business  
 Ms. Cronin presented the results of the percolation tests at McCarthy Village. She also discussed the condominium units that are for sale at Somerset Hills. The Board agreed that the HA should not purchase a unit until more than

50% of the condominiums had been sold. Ms. Cronin handed out the Single Audit for Fiscal Year 2005. The report found no material weaknesses or instances of noncompliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards.

5. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the July voucher.*

Mr. Whittlesey adjourned the meeting at 9:40PM.

Respectfully submitted,



Kelley A. Cronin,  
Executive Director